

**To:** Teopaco, Julius[Teopaco.Julius@epa.gov]  
**Cc:** Mills, Bethany[Mills.Bethany@epa.gov]; Poetter, Joe[poetter.joe@epa.gov]; Peterson, Cynthia[Peterson.Cynthia@epa.gov]; Burton, Terry[Burton.Terry@epa.gov]; Barry, Michael[Barry.Michael@epa.gov]  
**From:** Christy Sebring - 8PRB  
**Sent:** Thur 10/8/2015 10:04:40 PM  
**Subject:** RE: 135 BURNETT, DURANGO, CO (INCIDENT COMMAND POST)

Hi

I will terminate the entire lease on that day.

Could someone verify with me that the utilities between August 22 -October 31 will be paid in full directly to the utility company? I understand there could be a slight delay in getting the final bill, but I just need confirmation that is/will be taken care of by EPA.

We may not be able to have a GSA building manager on site the day EPA vacates and we just ask that trash and other items brought in by EPA are removed.

Thank you and I hope the space served your needs and feel free to let me know if you need our help in the future.

On Oct 8, 2015 2:14 PM, "Teopaco, Julius" <Teopaco.Julius@epa.gov> wrote:

Hi Christy,

I have new and significant information concerning building requirement as of an hour ago.

Upon in depth review of our demobilization plans we've come to a consensus decision that the Incident Command Post located on 135 Burnett in Durango will be dissolved effective October 31, 2015. Please accept this email as an official notification to vacate Units #101, #103 and #107.

Thank you!

Jay Teopaco

ICP-GKM FSC

US EPA DURANGO, CO  
Office: (913) 551-7232

Mobile: (816) 589-7007

[teopaco.julius@epa.gov](mailto:teopaco.julius@epa.gov)

**From:** Christy Sebring - 8PRB [<mailto:christy.sebring@gsa.gov>]  
**Sent:** Thursday, October 08, 2015 1:14 PM  
**To:** Teopaco, Julius <[Teopaco.Julius@epa.gov](mailto:Teopaco.Julius@epa.gov)>  
**Cc:** Poetter, Joe <[poetter.joe@epa.gov](mailto:poetter.joe@epa.gov)>; Mills, Bethany <[Mills.Bethany@epa.gov](mailto:Mills.Bethany@epa.gov)>  
**Subject:** Re: 135 BURNETT, DURANGO, CO (INCIDENT COMMAND POST)

Hi,

The lessor has received the written 21 days notice to vacate unit #107 effective 10/31/2015. I will be sending an amended Occupancy Agreement and that will need to be signed in order to process the rent reduction. Will that go to you or to Bethany?

Thank you and let me know if I can be of further assistance.

On Tue, Oct 6, 2015 at 9:57 AM, Teopaco, Julius <[Teopaco.Julius@epa.gov](mailto:Teopaco.Julius@epa.gov)> wrote:

Christy,

Please push the date out to vacate 10/31/2015.

I'm in the process now of transferring the utilities to EPA's name so that we can pay directly with the utilities company.

When was the effective date of the lease for the three units, #101, #103, #105?

Thanks,

Jay Teopaco

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**From:** Christy Sebring - 8PRB [mailto:[christy.sebring@gsa.gov](mailto:christy.sebring@gsa.gov)]  
**Sent:** Tuesday, October 06, 2015 9:33 AM  
**To:** Teopaco, Julius <[Teopaco.Julius@epa.gov](mailto:Teopaco.Julius@epa.gov)>  
**Cc:** Poetter, Joe <[poetter.joe@epa.gov](mailto:poetter.joe@epa.gov)>  
**Subject:** Re: 135 BURNETT, DURANGO, CO (INCIDENT COMMAND POST)

Jay,

I will put the effective date of when EPA will be vacating on 10/27/15 and send a lease amendment to the lessor today. Will EPA be paying for the utilities for that unit through 10/27/2015 directly to the utility company?

Thank you

On Tue, Oct 6, 2015 at 8:43 AM, Teopaco, Julius <[Teopaco.Julius@epa.gov](mailto:Teopaco.Julius@epa.gov)> wrote:

Hi Christy,

Unit #107 is the unit that we will be vacating.

Thanks again!

Jay Teopaco

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**From:** Teopaco, Julius

**Sent:** Tuesday, October 06, 2015 7:54 AM

**To:** 'Christy Sebring - 8PRB' <christy.sebring@gsa.gov>

**Cc:** Poetter, Joe <poetter.joe@epa.gov>

**Subject:** RE: 135 BURNETT, DURANGO, CO (INCIDENT COMMAND POST)

Hi Christy,

I believe it's unit #107 but I still need to confirm this. We know for sure that the LEWIS MERCANTILE retail store is in unit #105, and the two other units that EPA occupies are west of the retail store.

I will email you back as soon as I have more information.

Jay Teopaco

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**From:** Christy Sebring - 8PRB [<mailto:christy.sebring@gsa.gov>]  
**Sent:** Tuesday, October 06, 2015 7:23 AM  
**To:** Teopaco, Julius <[Teopaco.Julius@epa.gov](mailto:Teopaco.Julius@epa.gov)>  
**Cc:** Poetter, Joe <[poetter.joe@epa.gov](mailto:poetter.joe@epa.gov)>  
**Subject:** Re: 135 BURNETT, DURANGO, CO (INCIDENT COMMAND POST)

Hi,

Is there anyone who could provide me with the unit number for the space that is being vacated? I will need that unit number in order to send out the 21 day notice to vacate. If no one is able to, I can contact the County and see if they are able to identify the one that you referenced above.

The three unit numbers for the utilities are: 101, 103 and 107. I appreciate you transferring the utilities into EPA's name because the County has been concerned that has not happened yet.

Thank you

On Mon, Oct 5, 2015 at 4:11 PM, Teopaco, Julius <[Teopaco.Julius@epa.gov](mailto:Teopaco.Julius@epa.gov)> wrote:

Hi Christy,

I'm not sure I can even contact you directly but I need answers rather quickly, so I apologize in advance. I'm the Finance Section Chief at the ICP in Durango, CO and I want to inquire about the lease on 135 Burnett building and the utilities.

According to our Demobilization Plan, the physical footprint of the Incident Command Post (ICP), located at 135 Burnett in Durango, CO will shrink. It will no longer be necessary to maintain the same square

footage at this facility. ICP staff will be consolidated into 2 of the existing 3 spaces.

I don't have the exact unit #s for the spaces we are occupying but the space we want to vacate from is the space east of the Lewis Mercantile retail shop. I believe you need a 21 days' notice in order to modify or break a lease. Please accept this email as an official notification.

Utilities:

I don't believe utilities have been transferred to the EPA's name. If you can provide me the unit #s then I can contact the utilities company to make the transfer happen.

Please call or contact me if you have questions.

Thank you!

Jay Teopaco

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